

DEPARTMENT OF THE ARMY  
PORTLAND DISTRICT, CORPS OF ENGINEERS  
P.O. Box 2946  
Portland, Oregon 97208-2946

CENPP-PO  
Regulation  
No. 690-1-530

25 June 1992

Civilian Personnel  
DUAL RATE PAY SYSTEM FOR SPECIAL SCHEDULE HOPPER DREDGE EMPLOYEES

1. PURPOSE. To clarify and establish policy regarding the classification of dual rate jobs and the assignment of employees to these jobs aboard seagoing hopper dredges paid under the West Coast Hopper Dredge Rate Schedules issued by DOD Wage Fixing Authority.

2. APPLICABILITY.

a. Portland District employees assigned to designated licensed diagram jobs on seagoing Hopper Dredges entitled to intermittent temporary promotion whenever assigned to higher graded licensed ladder diagram jobs aboard the dredge for periods of eight or more hours as defined in collective bargaining agreements.

\*b. Portland District employees assigned aboard seagoing Hopper Dredges in unlicensed positions entitled to intermittent temporary promotion whenever assigned to a licensed ladder diagram job, for which the employee holds the required U.S. Coast Guard Certification, for periods of four hours or more as defined in collective bargaining agreements.

\*c. Portland District employees assigned aboard seagoing Hopper Dredges in unlicensed positions entitled to intermittent temporary promotion whenever assigned to higher graded unlicensed ladder diagram jobs for periods of two consecutive days or more as defined in collective bargaining agreements. \*

3. REFERENCES.

a. Required Publications.

(1) NPDR 690-1-335 (North Pacific Division Merit Promotion and Placement Plan). Cited in Para 6c(2).

(2) FPM Supplement 296-33 (The guide to Processing Personnel Actions). Cited in Para 5c(3).

(3) West Coast Hopper Dredge Rate Schedules. Cited in Para 1.

(4) HQUSACE (CEPE-CP), Ltr, 30 Jul 87, Subj: First Installment of the Revised Floating Plant Ladder Diagram (including U.S. Army Corps of Engineers Floating Plant Ladder Diagram, Background, Usage and Supplemental

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\*This regulation supersedes NPPR 690-1-530, 3 December 1990.

Instructions as well as pertinent portions of Department of Army, Manual of Evaluation Standards (DAMES) and applicable OPM job grading standards.) Cited in Para 2 & 4.

\*(5) The District's collective bargaining agreements with the Masters, Mates and Pilots Union and the Marine Engineers Beneficial Association/National Maritime Union, Licensed and Unlicensed Divisions. Cited in Para 2 & 6c(4).

b. Related Publications.

(1) NPDR 690-1-534, Dual Rate System

(2) HQUSACE (CCEPE-CL) Ltr (27 Jun 88) Subj: Dual Position Assignments for Licensed Dredge employees.

4. EXPLANATION OF ABBREVIATIONS AND TERMS.

a. Licensed Ladder Diagram Job: Any of the jobs aboard seagoing hopper dredges graded by the HQUSACE Floating Plant Schedule Diagram (Schedule A) which presently include U.S. Coast Guard licensing requirements under skills and knowledges. These include the positions of:

MASTER	CHIEF ENGINEER
CHIEF MATE	1ST ASST ENGINEER
2ND MATE	2ND ASST ENGINEER
3RD MATE	3RD ASST ENGINEER

\* b. Unlicensed Ladder Diagram Job: Any of the jobs aboard seagoing hopper dredges graded by the HQUSACE Floating Plant Schedule Diagram (Schedule A) which presently do not require U.S. Coast Guard licensing under skills and knowledges. These include positions such as:

JUNIOR ENGINEER	CHIEF ELECTRICIAN
BOATSWAIN	ELECTRICIAN
DECKHAND	COOK STEWARD
COOK	MARINE MACHINERY MECHANIC
SMALL BOAT OPERATOR	

\* c. Dual Rate is the classification of a Hopper Dredge Ladder Diagram job to a primary and secondary classification for the purpose of facilitating the assignment of employees from one classification to another. This enables payment for each classification by posting the time and attendance cards rather than initiating and processing an individual request each time an employee works in a higher graded position. Eligible licensed employees receive intermittent temporary promotion for working in the next higher graded position for eight or more hours. Licensed positions authorized and established for use under the provisions of this regulation are as follows:

\*

\*

2ND MATE (DUAL RATED) TO CHIEF MATE  
CHIEF MATE (DUAL RATED) TO MASTER  
2ND ASST ENGINEER (DUAL RATED) TO 1ST ASST ENGR  
1ST ASST ENGINEER (DUAL RATED) TO CHIEF ENGR

Eligible unlicensed employees receive intermittent temporary promotion for working in the designated licensed position four hours or more. Licensed positions that may be dual rated under the provisions of this regulation include, but are not limited to:

JUNIOR ENGINEER (DUAL RATED) TO THIRD ASSISTANT ENGINEER  
BOATSWAIN (DUAL RATED) TO THIRD MATE  
DECKHAND (DUAL RATED) TO THIRD MATE  
SMALL BOAT OPERATOR (DUAL RATED) TO THIRD MATE

Eligible unlicensed employees receive intermittent temporary promotion for working in the designated higher graded unlicensed position two consecutive days or more. Unlicensed positions authorized and established for use under the provisions of this regulation are as follows:

COOK (DUAL RATED) TO COOK STEWARD  
MARINE MACHINERY MECHANIC (DUAL RATED) TO BOATSWAIN  
SMALL BOAT OPERATOR (DUAL RATED) TO BOATSWAIN  
ELECTRICIAN (DUAL RATED) TO CHIEF ELECTRICIAN  
DECKHAND (DUAL RATED) TO SMALL BOAT OPERATOR

\*

d. Primary Classification is the Pay Plan, Title, Series and Grade designated by the employer in which the employee normally works.

e. Secondary Classification is the authorized additional classification (Pay Plan, Title, Series and Grade) for which the employee is qualified and possesses appropriate U.S. Coast Guard Certification, to which management has determined that the employee may be periodically assigned. It is noted that some hopper dredge employees possess qualifications and U.S. Coast Guard certification enabling them to perform in several different classifications. The payroll system in use and authorization for implementation of the system described herein preclude designation of multiple classifications; therefore, temporary assignment to any third classification would require a temporary promotion processed by initiation of a separate request for personnel actions.

## 5. POLICY.

a. Classification of jobs. Classification of jobs on hopper dredges will be done by trained classification specialists in the Human Resource Office using criteria prescribed in U.S. Army Corps of Engineers Floating Plant Ladder Diagram.

b. Merit Promotion Procedures. When merit promotion procedures are used to fill dual rate positions on Portland District hopper dredges, vacancy announcements specifying dual rate positions will include information regarding both the primary and secondary classifications. Merit promotion

procedures need not be used in situations where all hopper dredge employees in a primary classification possessing qualifications for the proposed secondary classification are being so designated. Under these circumstances employees will not be dual rated unless they agree in writing to accept the higher level assignment as required.

c. Processing the Personnel Action. The appropriate Nature of Action and coding for assignment to a dual rate position are found in FPM Supplement 296-33, Table 14-G, Rule 2 (721, Reassignment). The Title of the Primary Classification followed by (DUAL RATED) will be shown in Block 27, SF-50, Notification of Personnel Action. Items 16, 17, 18, 19 and 20 will reflect the Primary Classification only. The following remark will appear in Item 45: "ALTHOUGH YOU ARE REGULARLY EMPLOYED IN THE POSITION OF (PRIMARY CLASSIFICATION TITLE, PAY PLAN, SERIES, GRADE, CURRENT BASE RATE OR PAY AND SHIFT DIFFERENTIALS), BY VIRTUE OF THIS ACTION, YOU ARE PERMITTED TO SERVE INTERMITTENTLY AS (SECONDARY CLASSIFICATION TITLE, PAY PLAN, SERIES, GRADE, CURRENT BASE RATE OF PAY AND SHIFT DIFFERENTIALS) ON ORDER OF THE DREDGE MASTER OR CHIEF, DREDGE OPERATIONS SECTION WHEN OCCASION DEMANDS. YOU WILL BE PAID AS SHOWN ON THE TIME CERTIFICATION." Examples of SF-52, Request for Personnel Action and SF-50, Notification of Personnel Action properly completed are shown in appendix A & B.

d. Reduction in Force (RIF).

(1) Competitive Area. All employees of the Portland District paid under the West Coast Hopper Dredge Rate Schedules are in an exclusive Competitive Area from other District employees which means they do not compete with other District employees in event of Reduction in Force.

(2) Competitive Levels. For RIF purposes, employees will be assigned to competitive levels on the basis of their primary classification. Employees in dual rates will not be in separate competitive levels from non dual-rate employees in the same classification. Representative rates in the event of RIF will be the second step of the base rate of the primary classification.

e. Limitations and exceptions. The sole intent of dual rated positions is to expedite payment for intermittent assignment to higher graded positions. Assignment to higher graded positions lasting longer or expected to last longer than 30 days will be accomplished by a separate Request for Personnel Action.

\* f. Pay Rates. Time and Attendance cards will be marked and employees will be paid at the rate of the secondary classification only for hours worked in increments of:

- (1) eight hours or more for designated licensed positions,
- (2) four hours or more for employees assigned to unlicensed positions temporarily working in the licensed dual rate classification, and,
- (3) two consecutive days or more for designated unlicensed employees.

\*

6. RESPONSIBILITIES.a. Operations Division.

\* (1) The Chief, Dredge Operations Section (CENPP-OP-NP) will establish necessary administrative procedures and controls to implement and monitor the provisions of this regulation and preclude either non-compliance or abuse. This will include maintaining a record of the total number of days on non-competitive temporary promotion to higher graded positions within the preceding twelve months to preclude violation of prohibitions in the FPM against such promotion. Nothing in this regulation shall authorize assignment of an employee non-competitively to higher graded duties when that employee has already or is expected to exceed the 120 day limitation rule. SF-52 Requests for Personnel Action submitted for employees occupying dual rated positions for non-competitive temporary promotion will be annotated to show the total number of days during the preceding twelve months already served in the secondary classification on a non-competitive basis.

\* (2) Project Manager. CENPP-OP-ND will determine the number of dual rate positions needed on each hopper dredge crew initially and may change the number from time to time as operational needs dictate and initiate SF-52, Request for Personnel Action. (See Appendix A)

\* (3) Dredge Masters will determine the need to assign an employee to work in the secondary classification. When determining need, in addition to consideration of safety and U.S. Coast Guard requirements agreed to by the Commander, HQUSACE, it is strongly emphasized that the absence of an employee does not in itself justify the assignment of replacement. The Dredge Master will assure proper posting of T&A and Recap cards to reflect only hours actually worked in the secondary classification in increments of:

(a) eight hours or more for licensed positions,

\* (b) four hours or more for unlicensed employees dual rated to a licensed position, and,

(c) two consecutive days or more for unlicensed employees.

b. Resource Management Office. The Chief, Finance and Accounting Center (CENPP-RM-F) will establish and monitor timekeeping procedures as well as establish and monitor procedures between this Headquarters and the Central payroll Office, Omaha District, to assure prompt and proper payment.

c. Human Resource Office.

(1) The Chief, Position Management and Classification Branch (CENPP-PO-P) will serve as principal point of contact for the implementation and monitoring of the provisions of this regulation.

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(2) The Chief, Recruitment and Placement Branch (CENPP-PO-R) will determine the qualifications of all employees for placement into dual rated positions and determine the need for use of competitive placement procedures to assure compliance with merit placement principles and NPDR 690-1-335, NPD Merit Promotion and Placement Plan.

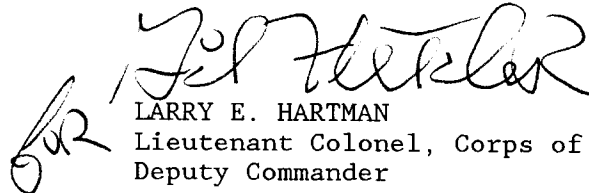
(3) The Chief, Technical Services Branch (CENPP-PO-S) will assure the timely issuance and distribution of SF-50, Notification of Personnel Action to Central Payroll Office following placement to preclude delay in payment.

(4) The Chief, Management-Employee Relations Branch (CENPP-PO-E) will monitor the implementation of provisions of this regulation to assure agreement with the District's collective bargaining agreements with the Masters, Mates and Pilots Union, and the Marine Engineer Beneficial Association/National Maritime Union, Licensed and Unlicensed Divisions.

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FOR THE COMMANDER:

  
LARRY E. HARTMAN  
Lieutenant Colonel, Corps of Engineers  
Deputy Commander

3 Appendices

- App A - Format for SF-52,  
Request for Personnel Action
- App B - Format for SF-50,  
Notification of Personnel Action
- App C - Instruction for Timekeepers

DISTRIBUTION;

- Chiefs Divisions, Staff Offices, Field
- Dredge ESSAYONS - All Employees
- Dredge YAQUINA - All Employees

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## APPENDIX A

## SAMPLE SF-52, REQUEST FOR PERSONNEL ACTION

Sample SF-52 for submission to Human Resources Office for each person to be assigned to the dual rate. This can be used for any established dual rate assignment even though the sample is for 2nd Mate to Chief Mate.

Standard Form 52-B  
Rev. 4/87  
U.S. Office of Personnel Management  
FPM Chapter 206

## REQUEST FOR PERSONNEL ACTION

<b>PART A—Requesting Office</b> (Also complete Part B items 1, 7-22, 32, 33, 36 and 39)											
1. Action Requested <b>Reassignment to Dual Rate</b>								2. Request Number			
3. For Additional Information Call (Name and Telephone Number)								4. Proposed Effective Date <b>00-00-00</b>			
5. Action Requested By (Typed Name, Title, Signature, and Request Date)					6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)						
<b>PART B—For Preparation of SF 50</b> (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order)											
1. Name (Last, First, Middle) <b>DOE, JOHN Q.</b>					2. Social Security Number <b>000-00-0000</b>		3. Date of Birth		4. Effective Date		
<b>First Action</b>					<b>Second Action</b>						
5-A. Code		5-B. Nature of Action			5-A. Code		5-B. Nature of Action				
5-C. Code		5-D. Legal Authority			5-C. Code		5-D. Legal Authority				
5-E. Code		5-F. Legal Authority			5-E. Code		5-F. Legal Authority				
7. FROM: Position Title and Number <b>2nd MATE, DR. CONTR. OFCR.</b>					15. TO: Position Title and Number <b>CHIEF MATE, DR. CONTR. OFCR.</b>						
8. Pay Plan <b>WJ</b>		9. Occ. Code <b>5782</b>		10. Grade or Level <b>08</b>		11. Step or Rate		12. Salary			
13. Pay Basis		16. Pay Plan <b>WJ</b>		17. Occ. Code <b>5782</b>		18. Grade or Level <b>08</b>		19. Step or Rate			
20. Salary/Award		21. Pay Basis		22. Name and Location of Position's Organization <b>USAED, PORTLAND OPERATIONS DIVISION NAVIGATION BR., DREDGE OPERATIONS SECTION DREDGE CREW #</b>		23. Name and Location of Position's Organization <b>USAED, PORTLAND OPERATIONS DIVISION NAVIGATION BR., DREDGE OPERATIONS SECTION DREDGE CREW #</b>		24. Tenure 0—None 1—Permanent 2—Conditional 3—Indefinite			
25. Agency Use					26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input type="checkbox"/>						
27. FEOL					28. Pay Rate Determinant						
29. Retirement Plan					30. Service Comp. Date (Leave)						
31. Work Schedule 1—Full-time 2—Part-time 3—Seasonal 4—PT On Call					32. Part-Time Hours Per Biweekly Pay Period						
<b>Position Data</b>					<b>Position Data</b>						
33. Position Occupied 1—Competitive Service 2—Excepted Service 3—SES General 4—SES Career Reserved					34. FLSA Category E—Exempt N—Nonexempt						
35. Duty Station Code					36. Appropriation Code						
37. Duty Station (City—County—State or Overseas Location)					38. Bargaining Unit Status						
40. Agency Date					41. 42. 43. 44.						
45. Educational Level					46. Year Degree Attained						
47. Academic Discipline					48. Functional Class						
49. Citizenship 1—USA 8—Other					50. Vietnam Era Vet V—Yes N—No						
51. Supervisory Status											
<b>PART C—Reviews and Approval</b> (Not to be used by requesting office.)											
1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature		Date	
A						D					
B						E					
C						F					
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.						Signature		Approval Date			

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## APPENDIX B

## SAMPLE SF-50, NOTIFICATION OF PERSONNEL ACTION

This sample is FOR YOUR INFORMATION ONLY to show you what your copy of the final action will look like when Human Resource Office has finished processing the action. As for all actions, Human Resource Office will use the SF 52 data to generate the SF-50; your office does not have any responsibility for this.

Standard Form 50-8  
Rev. 4/87  
U.S. Office of Personnel Management  
FPMR Chapter 295

## NOTIFICATION OF PERSONNEL ACTION

1 Name (Last, First, Middle) <b>DOE JOHN Q</b>				2 Social Security Number <b>000-00-0000</b>				3 Date of Birth <b>00-00-00</b>				4 Effective Date <b>XX-XX-90</b>											
FIRST ACTION								SECOND ACTION															
5-A Code <b>721</b>				5-B Nature of Action <b>REASSIGNMENT</b>				6-A Code				6-B Nature of Action											
5-C Code <b>NBM</b>				5-D Legal Authority <b>REG 335.102 EXCEPT TO COMP</b>				6-C Code				6-D Legal Authority											
5-E Code				5-F Legal Authority				6-E Code				6-F Legal Authority											
7 FROM: Position Title and Number <b>2ND MATE, DR CONTR, OFCR</b>								15 TO: Position Title and Number <b>2ND MATE, DR, CONTR, OFCR (DR)*</b>															
8 Pay Plan <b>WJ</b>		9 Occ Code <b>5782</b>		10 Grade or Level <b>08</b>		11 Step or Rate <b>05</b>		12 Salary <b>\$18.27</b>		13 Pay Basis <b>PH</b>		16 Pay Plan <b>WJ</b>		17 Occ Code <b>5782</b>		18 Grade or Level <b>08</b>		19 Step or Rate <b>05</b>		20 Salary/Award <b>\$18.27</b>		21 Pay Basis <b>PH</b>	
14 Name and Location of Position's Organization <b>U S ARMY ENGINEER DISTRICT, PORTLAND OPERATIONS DIVISION NAVIGATION BR-DREDGE OPERATIONS SECTION DREDGE CREW #</b>												22 Name and Location of Position's Organization <b>U S ARMY ENGINEER DISTRICT, PORTLAND OPERATIONS DIVISION NAVIGATION BR-DREDGE OPERATIONS SECTION DREDGE CREW # UIC-W2SJ01</b>											
23 Veterans Preference 1—None 2—10 Pt. Disab. 3—10 Pt. Other 4—5 Pt. 5—10 Pt. Comp. 6—10 Pt./50% Comp.												24 Tenure 0—None 1—Permanent 2—Conditional 3—Indefinite				25 Agency Use				26 Veterans Preference for RIF YES <input type="checkbox"/> NO <input type="checkbox"/>			
27 FEGLI												28 Annuitant Indicator 1—Retired Annuity 2—RETO 3—RETM 4—RETO & CS 5—RETM & CS 6—Not Applicable				29 Pay Rate Determinant							
30 Retirement Plan								31 Service Comp Date (Leave)				32 Work Schedule 1—Intermittent 2—Full-time 3—Part-time 4—FT Seasonal 5—FT On Call 6—PT Seasonal 7—PT On Call				33 Part-Time Hours Per Biweekly Pay Period							
34 Position Occupied 1—Competitive Service 2—Executive Service 3—SES General 4—SES Career Reserved												35 FLSA Category E—Exempt N—Nonexempt				36 Appropriation Code				37 Bargaining Unit Status			
38 Duty Station Code												39 Duty Station (City—County—State or Overseas Location)											
40 Agency Data				41				42				43				44							
45 Remarks <b>SHIFT RATES \$19.64 (2ND) \$20.10 (3RD)</b>																							

\*DUAL RATE. BY VIRTUE OF THIS ACTION, YOU ARE PERMITTED TO SERVE INTERMITTENTLY AS CHIEF MATE, DR. CONTR. OFCR, WJ-5782-11, \$19.53 PH STEP 05 AND SHIFT RATES \$20.99 (2ND) \$21.48 (3RD) ON ORDER OF THE DREDGE MASTER OR CHIEF, DREDGE OPERATIONS SECTION WHEN THE OCCASION DEMANDS. YOU WILL BE PAID ACCORDING TO THE DUTIES PERFORMED AS SHOWN ON THE TIME AND ATTENDANCE REPORT.

NOTE: FOR EMPLOYEES BEING DUAL RATED FROM SECOND MATE TO CHIEF MATE AND FROM FIRST ASSISTANT ENGINEER TO CHIEF ENGINEER, THE FOLLOWING ADDITIONAL STATEMENT WILL APPEAR IN ITEM 45:  
WHILE WORKING IN YOUR SECONDARY CLASSIFICATION, YOUR FLSA STATUS WILL BE EXEMPT.

46 Employing Department or Agency <b>DEPARTMENT OF THE ARMY</b>			50 Signature/Authentication and Title of Approving Official <b>MURIEL A. LEWIS CHIEF, TECHNICAL SERVICE</b>		
47 Agency Code <b>AR CE</b>	48 Personnel Office ID <b>2101</b>	49 Approval Date <b>00-00-00</b>			
TURN OVER FOR IMPORTANT INFORMATION					

5-Part 50-312

1—Employee Copy—Keep for Future Reference

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NSN 7540-01-248-1011



25 June 1992

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APPENDIX C

INSTRUCTIONS FOR TIMEKEEPERS

1. Prior to timekeepers posting hours to Time and Attendance Reports (T&A), the Human Resources Office must send to Central Payroll Office a current SF-50, Notification of Personnel Action with the dual position and rates annotated in the remarks section. DO NOT POST TIMECARDS UNTIL THE SF-50 ACTION IS RECEIVED AT THE DUTY STATION WHICH INDICATES THAT A COPY OF THE ACTION HAS ALSO BEEN SENT TO THE CENTRAL PAYROLL OFFICE.

2. The following codes should be posted in the "Other Hours Worked" section of the T&A. These codes will also be used in the Corps of Engineers Time, Attendance Labor System (CETAL):

<u>TYPE OF HOURS</u>	<u>CODE</u>
Regular Hours (in Second Classification)	FAR
Overtime Hours (in Second Classification)	FAO
*Sunday Premium (in Second Classification)	FAS
*Holiday Worked (in Second Classification)	FAH
*Dual posting required on hard copy T&A	